



## **Mecklenburg County Code Enforcement Guidelines for Packaging drawings for CTAC Electronic Plan Submittal**

To submit drawings for plan review, the contractor accesses the project through Outrider or the link provided in the e-mail and uploads the plans (PDF). The contractor may forward the e-mail to a designer of choice allowing them to upload the plans for the project.

When creating an electronic package for uploading into our CTAC – EPS (Electronic Plan Submittal) system please make sure the following criteria are met:

### **All documents shall be submitted in Portable Document Format (PDF)**

#### Drawing package files:

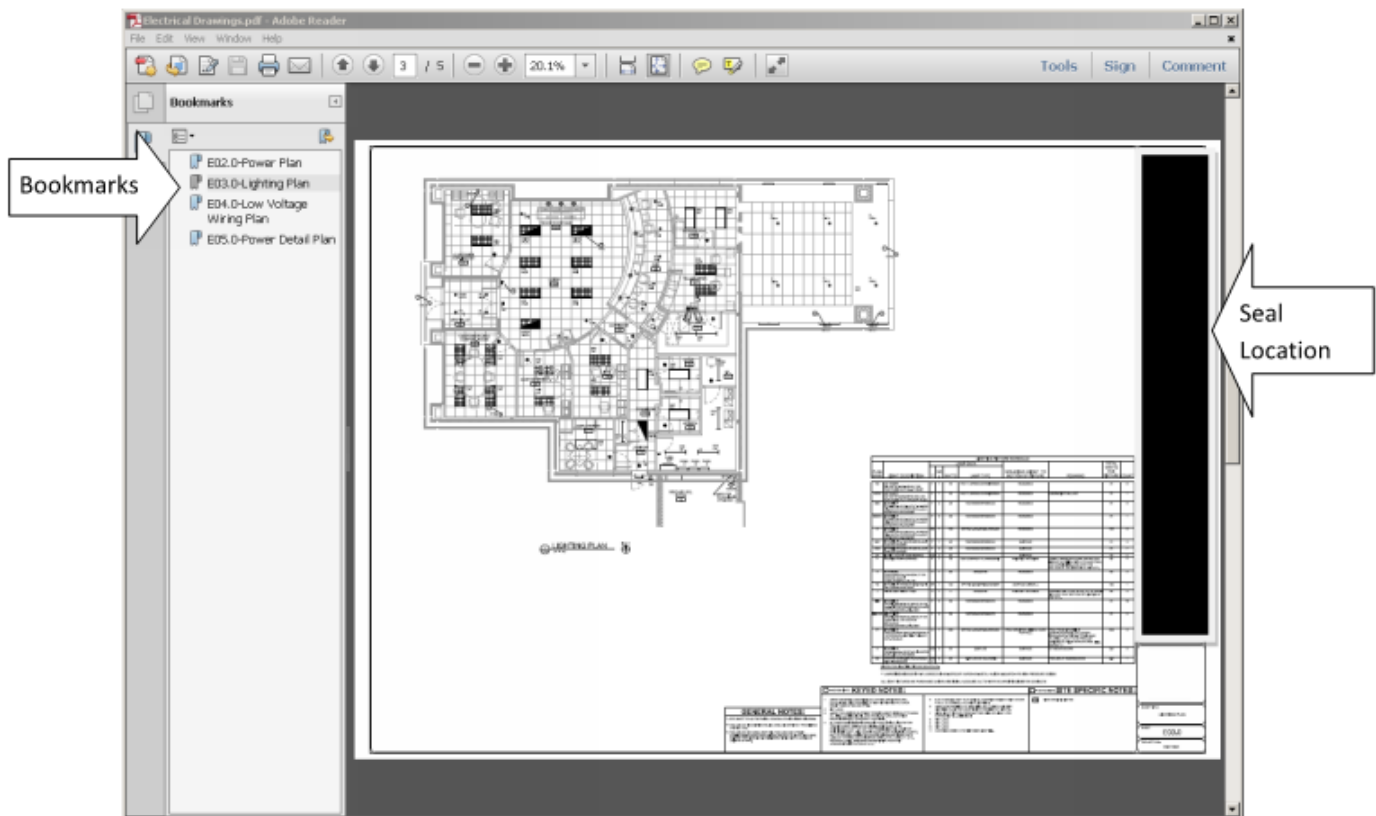
1. When creating the drawing package please submit one file for all of the following, this will ensure our review process & times are kept simplified and to a minimum:
  - i. Index of drawings (Required)
  - ii. Appendix B (Required)
  - iii. Architectural drawings, Electrical drawings, Mechanical drawings, Plumbing drawings, Site/Civil drawings, Structural, etc (If Applicable).
2. Drawings shall be orientated as Landscape & formatted to scale
3. Drawings shall be bookmarked by page
  - a. Each bookmark name must include the sheet number and the sheet name. example: A1.0 Bldg. A Roof Plan

#### Other files

4. Supporting Documentation: These are files that must be uploaded into the system as part of the overall submittal package.
  - a. Please create a file for each of the following documents. Some documents can be downloaded from the CTAC webpage at:
    - i. Self Gatekeeping Checklist – Completed/signed by seal holder (download)
    - ii. Backflow application, if applicable (download)
    - iii. Health department checklist and menu, if applicable (download)
    - iv. Reference drawings and specification manuals, i.e. modular buildings, equipment specs, project manuals, etc.
    - v. If submittal is for an RTAP, a full copy of the original approved plans must be submitted.



## Example of bookmarks and sheet orientation



### Bookmarking tip:

If the original individual files are saved under the name they are, such E02.0 Power Plan, E03.0 Lighting Plan, when the files are bundled into one file for submittal, it will bookmark automatically with the file name.

### Preferred method of packaging (suggestions that will assist in the review of the drawings but are not required):

#### Seal Location:

It is requested that all seals be placed in the upper 2/3 of the title block. The necessity of this request is so when drawings are placed in our archives system and they are ever requested for reference, the seals may be “redacted” or hidden by a large black square. This is for the protection of the electronic seals and the seal holder.

**Image Size:**

The size of the electronic image must match the standard paper size of the sheet; for example:

- A 30" x 42" drawing should not be placed on an 11" x 17" sheet size.
- An 11" x 17" image should not be placed on a 30" X 42" sheet size.

**Drafting conventions:**

1. Sheet size: No larger than 30" x 42"
2. Resolution: No less than 400 dpi
3. Font size: Font must be legible when it is zoomed to its actual plotting size.

**Naming Convention:**

When naming sheets, please follow CAD standard naming conventions (A-1.0, E-2.1, M-3.3, etc.).

**Browser and Email:**

Internet Explorer 7 or 8 is recommended, do not use IE9. Email is sent in html format; rich text and plain text formats will break the links provided.

**When submitting revisions:**

Revised sheets need to be placed at the end of the Disapproved file (Re-submittal must remain one file with the reviewers Notes and Stamps).